

**SELF DETERMINATION WORKGROUP  
DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES  
APRIL 24, 2006**

**MINUTES**

**Present:** Scott Payne, Angie Pinna, Lori Packard, Renee McCarvel, Sara Brozovsky, Paul Smith and Lana Kopecky.

**Excused:** Kenneth Ekong, Dustin Ereksen, Scott Roudabush, Brett Bartruff

**Choice/Opportunity Module:** *Renee McCarvel and Sarah Brozovsky*

- Introduction
- Name tag mixer activity
- Over view of expectations
- Presentation
- Discussion and unique areas they address
- Affects opportunity and barriers
- Example and let group come up with scenario: Who and How Choices come about – preference is a choice
- Tie Back to Topic
- Opportunities and Limitations
- Resources
- How do they make choices – when not offered to make choices
- Responsibility and Consequences – Bad Choices/Rights
- Assertiveness
- Boundary Setting

It was recommended that she add the following sections to her module and incorporate it to the new format.

- At a Glance section
- Timeline for each portion of the training

**Sample Format for Respect:** *Angie Pinna*

- Discussion of using PageMaker for this project.
- Lana to provide in-service training for State Office staff if PageMaker is to be used.

**Health & Safety Module:** *Scott Payne*

- The group reviewed the outline and thought it was great.
- Krissie suggested past issues and how they dealt with them should be added.
- Handouts
- Contractual items on health and safety or certifications – What does the DOH feel are health and safety issues?

**Mini Challenges:**

- At the end of each module, apply what they have gotten out of the module and make a mini challenge.
- Could have options for the mini challenges for choice. Could check at the beginning of the training to see who has mini challenges ready from their last training module to tie it into the current module. There were several suggestions of how to incorporate the sharing of mini challenges, but nothing was finalized at this time. The group had a discussion as to how the completion of the mini challenges would be monitored. No final decision was made. Issues discussed:

- First tie in mini challenge from previous module trained – possibly poll the group to see what they have been trained on previously.
  - If they do it all at once, choosing a focus for mini challenges. Important that we can help problem solve.
  - It is a requirement to do mini challenges. Some employees don't care to share.
  - Support Coordinators – send mini challenge for supervisor to follow up.
  - Provider agency – follow up with supervisors.
  - Supervisor – gets Certificate of Completion and when mini challenge is completed, award the Certificate of Completion.
  - On line training for provider agencies – submit that it has been completed. Some felt the mini challenge would be mandated for provider agencies.
  - Certified training – worthwhile to have it already tracked.
  - The workgroup needs to work through the process for tracking.
  - Outcomes for on-line and recording purposes.
  - Possibly send outcomes for each module to the State Office.
  - Track where staff is in the process.
  - Evaluations will also need to be submitted to the State Office.
  - Instructors sign off page and sign off page for each module. When completed all modules, submit to State Office.
  - Possibility of an assignment at the end of the whole training instead of modules for tracking purposes.
  - On-line and the input operators.
  - Use the assessment information and put it into the plan.
  - Krissie suggested that employees need an immediate tie in of knowledge and then trainers could follow up after a period of time to insure they had completed the mini challenge.
  - Paul indicated not making it a division assignment and give option to supervisor for distribution.
  - It was suggested that the possibility of having follow up training to gather information to insure the knowledge can be tied into their work and make changes to the training modules as needed. Wanting something to determine whether or not they can tie this information into their lives.
  - Pick and choose who will share the challenges on time-limited basis (depending on the time frame for the training). This may help to address barriers of accomplishing the challenges.
  - Follow up through supervisors to give substance to staff meetings, providing guidelines for continuing education and discussions for follow up. Query the supervisors to insure that everyone presented at least one report of modules.
  - The State Office would have the attendance roll and then follow up from supervisors once the mini challenge has been presented. This gives the instructor the option of discussing the challenges. This would need a buy in by the Division Leadership Team.
  - Introduction of the challenge for outsiders to use this.
  - Best practices for the website. If something exceptional, some way of reporting it and sharing the information. The Human Touch is also a way of getting information out there.
- The group then attempted to make a mini challenge for Lori Packard's module, but she indicated it was premature and would rather do that once the module has been completed.

**Next meeting:** *Angie Pinna*

**Monday, May 22**  
**10-12**  
DSPD Conference Room  
*Agenda items:*  
*Mini challenges for each topic.*